PHILIP MORRIS USA INTER-OFFICE CORRESPONDENCE
120 PARK AVENUE, NEW YORK, NY 10017-5592

TO: Distribution **DATE:** September 1, 1993

FROM: Ellen Merlo

SUBJECT: ETS Records Inventory

Attached please find a memo from Denise Keane regarding ETS Records Inventory. If you have not already done so, please complete the form and forward it to Clare Purcell in Richmond. If you are not in possession of any files, please let Clare know.

Please note the September 10th deadline.

EM/kak

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